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1 November 1965

MEMORANDUM FOR: Inspector General

SUBJECT : Workload Resulting from Financial Reporting  
Requirements of [REDACTED]

1. I spoke with Mr. Bush and the auditor on his staff responsible for [REDACTED]. Both of them expressed the opinion that new financial reporting requirements should not increase materially the administrative burden of [REDACTED].

2. I inquired specifically about the effect on [REDACTED] which resulted in detailed information about how [REDACTED] accounting, etc. is handled. The bookkeeper in [REDACTED] usually saves most of her accounting until the end of the month. The auditor points out that sound practice requires that a trial balance be made on a monthly basis anyway, if only for verification of the bank account. He is of the opinion that a monthly reporting would take only a day at the end of each month. Unless [REDACTED] additional demands on his bookkeeper at that time, this procedure should create no special problem. The actual accounting and reporting, as distinguished from bookkeeping, is done by [REDACTED]. The employee in [REDACTED] who is assigned responsibility for [REDACTED] is the authority for the statement that only one day a month is required to meet this responsibility.

3. The opinion of the experts appears to be unanimous that from the management point of view a new reporting requirement, once put into effect, should pose no special problem for [REDACTED].

[REDACTED]

S. D. Breckinridge

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